

ATTACHMENT

Mail & Distribution Services Mike Monroney Aeronautical Center Oklahoma City, OK

Given the description of work identified in the Performance Work Statement:

1. Describe your company strengths that build and maintain competitive advantages as a vendor.
2. Describe key processes that allow you to provide services with the highest quality in the most efficient way.
3. Describe your working knowledge of the process that involves United States Postal Service Mail (USPS) and the Domestic Mail Manual (DMM) that meets the requirements for the services set forth in the Performance Work Statement.
4. Describe your company's experience in shipping and receiving of packages from such vendor's as Federal Express (Fed Ex) United Parcel Service (UPS) DHL and other shipping vendor's.
5. Describe your knowledge and ability to electronically track Accountable Mail from receipt to full delivery with signature verification.
6. Describe your company's ability to warehouse, stock, maintain, catalog, inventory control, report any and all viable media items such as printed material, durable goods, storage items etc.
7. Describe in full detail, your company's protocol for ensuring safety and security for all phases of operation from mail receipt to delivery.
8. Describe your past ability to deliver all types of mail in a complex multi-location environment such as the FAA, MMAC Aeronautical Center.
9. Describe how your business would ensure that adequate staffing is provided each day to ensure quality service is provided for each organization supported at the Aeronautical Center.
10. Describe your Quality Control Plan and Implementation.
11. Describe your Cost, Program Management, and Risk mitigation controls to be used in the performance of the contract.
12. Describe in detail your approach to ensure a smooth transition in terms of phasing in at the beginning of the contract.